

Daniel J Mejdrech

Downers Grove, IL [REDACTED] [REDACTED]

SUMMARY OF QUALIFICATIONS

I have a successful work history incorporating project management and leadership experience, using sound management ability to produce a positive, successful work atmosphere in both public and private sectors. A proven team leader skilled at developing and guiding teams that produce quality performance while building individual motivation. Able to manage multi-task assignments, and meet deadlines while paying close attention to fine detail.

Demonstrated ability to communicate effectively with all age groups through public speaking and teaching opportunities. Known to be fair and consistent while maintaining a common-sense approach to problem solving tasks.

PROFESSIONAL EXPERIENCE

Emergency Management Member

Communications Specialist

2018-Present

Westmont Fire Department

Westmont, IL

- Operate regional command and communications vehicle
- Head of Vehicle purchasing committee (Engines, ambulances, Trucks, staff vehicles)
- Manage and maintain all two-way radio communications equipment

Battalion Chief

1983-2017

Downers Grove Fire Department

Downers Grove, IL

- Positions held Firefighter, EMT, Engineer, Lieutenant, Battalion Chief
- Provided leadership, management, and coaching for a team consisting of 70 firefighters, paramedics, and company officers
- Served as Incident Command, Plans Chief, Safety Section Officer, Staging Officer, Re-Hab Officer, Safety officer, Rescue Officer RIT Officer during all types of fire, EMS, Haz-Mat, Technical Rescue emergency calls
- As the shift commander, I assumed the role of the Fire Chief in the absence of a senior officer
- Fleet manager for the fire department by purchasing all fire, ems, and support vehicles from 1989 until my retirement
- Fleet liaison to the village fleet department
- Department Communications officer responsible for all two-way communications equipment, cell phones, and station alerting systems
- Created and managed budgets for the fleet and communications equipment
- Created and managed the fleet replacement program
- Member of management team to create and enforce rules, regulations and policies
- Member of the Village selection committee for hiring and promotions
- Member of the transition committee for the implementation of the DuPage County Starcom radio system
- Member of the transition team for the Downers Grove dispatch center consolidation to DuComm
- Negotiated both sides of labor agreements pre and post promotion to Battalion Chief for several contracts

Board President

2004-Present

Hobson Valley Industrial Condominium Association

Woodridge, IL

- Elected to lead a team of three board members
- Oversee day to day operations of an 18-unit industrial condominium complex
- Negotiate contracts for utilities, insurance, waste removal, lawn maintenance and snow removal
- Plan capital projects, improvements, and repairs
- Liaison to Village of Woodridge staff to ensure compliance with ordinances
- Work with other board members to create budgets, investments, and compliance with association by-laws

Business Owner

2002-2009

Terry's Automotive Transport

Downers Grove, IL

- Deliver professional services to internal and external customers in a professional and timely manner
- Develop and administer long and short-term capital and operating budget
- Write training manuals, policy statements, and operating guidelines for development of employees

Owner Operator

1976-2002

AAAA Towing

Downers Grove, IL

- Progressed from gas station attendant/mechanic to owner/operator
- Worked to advance business through quality service and growth techniques to become one of the largest and well-respected companies of this type in the area.

EDUCATION

Associates degree Fire Science Technology

College of DuPage, Glen Ellyn, IL

CERTIFICATIONS

- Fire Officer II
- Instructor II
- Fire Department Safety officer
- Incident safety officer
- Health and Safety officer
- NIMS 100, 200, 300, 400, 700, 800
- Fire Investigator
- Haz-Mat IC
- Haz-Mat operations
- Rescue Technician
- Rescue specialist/Confined space/Trench

AWARDS

- Unit performance awards (6)
- DGPD lifesaving award
- DGPD Commendation award
- DGFD Exemplary service awards (2)
- DGFD partnership award